



United States Consulate General – Hong Kong and Macau

26 Garden Road

Central, Hong Kong

Website: <http://hongkong.usconsulate.gov>

Email: Visa Inquiry Form at our Website

Fax: (852) 2147-3586

Children under 14: You and all family members aged 14 or older who are immigrating **MUST** appear in person for the interview. Children younger than 14 do not need to come for the interview **UNLESS** they are the principal applicant.

Note to Macau Residents: When traveling to Hong Kong for the visa interview, please use your Macau ID card at the immigration checkpoints. You should also obtain a “*Declaration Form for Holders of Macau Special Administrative Region Permanent Resident Identity Card to Hong Kong Special Administrative Region*” from Macau Immigration before boarding the ferry for Hong Kong. This document will allow you to depart Hong Kong after the visa interview as we will need to hold your passport. Please note that when you submit your passport during the visa interview, it will be held for several days before it is returned via mail.

Document Checklist for the Day of the Interview: Immigrant visa applicants should have all the following documents (if applicable) ready for submission at the time of their visa interview. Please note that your application may be refused if you are unable to submit any of the required documents:

- Travel documents, i.e. passports (with at least 6 months validity) and copies of the biographic pages **AND** all previous travel documents with expired and/or current U.S. visas in them.
- Identity cards for Hong Kong and/or Macau and photocopies of each card.
- Two visa photographs; write your name in block letters on the back of the photos. Please see http://travel.state.gov/visa/immigrants/info/info_3740.html for photo requirement.
- Original or Certified Copies of Birth, Adoption, Marriage, Divorce and Death Certificates if those documents have not been previously submitted to the National Visa Center.
- Police certificates if they have not been previously submitted to the National Visa Center.
- Certificates of trial, brief facts of case and/or court transcripts if you were ever convicted of a crime (with English translation if necessary).
- Medical examination forms for each applicant (forms should be in a sealed envelope issued by panel physician).
- If only one parent is immigrating to the U.S. with a child or if a child is being petitioned by one parent, you should be prepared to submit a notarized statement (with English translation) from the other parent giving permission for the child to immigrate to the U.S. along with a copy of the other parent’s Hong Kong/Macau identity card.

- Evidence of relationship between the principal applicant and the petitioner, as well as between the principal applicant and all beneficiaries (for example: family photographs, letters, phone bills, remittance receipts, joint assets, school records, etc.).
- Evidence to show the education and/or work experience required for employment-based and diversity (lottery) visas; a current job offer for employment-based application.

Note: Documents issued in languages other than English should be translated into English and accompanied by a signed statement from the translator stating that the translator is proficient in both languages

Day of the interview: The Immigrant Visa Unit personnel will do their best to process your visa application as quickly as possible on the day of the interview. Nevertheless, the process usually takes several hours. You may have to spend most of the day at the Consulate General before a decision is reached regarding your application. If unexpected complications arise, you may be asked to return to the Consulate General at another time.

Commonly Missing Items that Delay Visa Issuance:

- *AFFIDAVIT OF SUPPORT & U.S. FEDERAL INCOME TAX RETURN (FORM 1040):*
 - Please confirm that the petitioner (and anyone else who has signed an Affidavit of Support Form I-864 or I-864A on your behalf) has already submitted a copy of his/her U.S. federal income tax return (Form 1040) for the tax year that was current when he/she signed the Affidavit. If the tax form was not previously submitted to the National Visa Center, the petitioner and any other sponsors should send their tax forms to you for submission during the visa interview.
 - Please note that we frequently see cases where the petitioner and/or spouse's income is not sufficient to meet U.S. poverty guidelines. Please make sure that if the spouse's income is being used on the Affidavit of Support, the spouse must complete form I-864A. Furthermore, if the petitioner and/or spouse has agreed in the past to act as a sponsor for other immigrants, those immigrants count towards the total household size. In such cases, it often is the case that the sponsor's income does not meet poverty guidelines and the visa has to be temporarily refused while the financial sponsorship issues are addressed. If you have doubts about whether your sponsor's income qualifies, we urge you to either (1) present evidence of your own personal assets as proof of your ability to self support in the U.S. or (2) obtain a separate affidavit of support from a person willing to act as a joint sponsor for your family. Joint sponsors should complete form I-864, attach their most recent tax returns and W2 forms, provide evidence of assets, and submit proof of their legal status in the U.S.
- *ALIASES AND VARIATIONS IN THE ENGLISH SPELLING OF NAMES:* Please notify the Immigrant Visa Unit immediately by fax at (852) 2147-3586 or email through the Consulate General's website (http://hongkong.usconsulate.gov/visa_inquiry_form.html) of any aliases or variations in the English spelling of names that appear on birth certificates, marriage certificates, or any other official document issued by any government. This includes English spellings of names in Mandarin and Cantonese and maiden names.

- ***POLICE CERTIFICATES:*** If you are over 16, police certificates are required from your country of residence for the past 6 months and from all countries in which you have lived for more than 12 months after age 16. If you left mainland China after 1949 and were at least 17 years old at the time of your departure, you must obtain a police certificate from the Chinese Notary Public Office.
- ***BIRTH CERTIFICATES:*** Birth certificates must be issued by a government office from the country of birth. Applicants who were born in mainland China must obtain their birth certificates from the Chinese Notary Public Office. If you are unable to obtain your birth certificate, you should present written evidence from the issuing government authority that the certificate does not exist or is unobtainable (such as a Certificate of No Birth Record for applicants born in Hong Kong) AND secondary evidence such as a Certificate of Registered Particulars from the Hong Kong Immigration Department for use in lieu of the birth certificate.
- ***COMPLETE DATE OF BIRTH ON PASSPORT OR TRAVEL DOCUMENT:*** The Consulate General will not accept passports or travel documents showing just the applicant's birth year or otherwise incomplete date of birth. Applicants must obtain a new document reflecting the complete year, month, and day of birth.
- ***CIVIL DOCUMENTS FROM THE PHILIPPINES:*** All civil documents including birth, adoption, death, marriage, divorce, marriage termination and annulment originated from the Philippines must be issued by the National Statistics Office on official security paper. Please note that applicants who were born in the Philippines, carry passports issued by the Government of the Philippines or have had any marriage registered or terminated in the Philippines must complete a document verification process. Please see the instructions listed in Hong Kong's specific information on the State Department website under the National Visa Center's applicant document processing link: http://www.travel.state.gov/visa/immigrants/info/info_3176.html
- ***ORIGINAL OR CERTIFIED COPIES OF DIVORCE AND DEATH CERTIFICATES:*** Proof that all prior marriages for both the applicant and petitioner have been legally terminated is required. Please make sure to submit all final divorce or death decrees (original or certified true copy) with English translations. Please note that if you have been married more than once, you must submit documents showing that EACH of your prior marriages has been terminated.
- ***ADOPTION CERTIFICATES:*** If you were adopted, please submit the final adoption certificate or decree (original and photocopy.) Please note that if you were adopted from mainland China and brought to Hong Kong, you may be asked to submit a Certificate of Registered Particulars.

Courier Delivery of all Visas: The U.S. Consulate General in Hong Kong returns all immigrant visas to successful applicants by Hong Kong Post registered mail. The delivery charge of HK\$25 for delivery to Hong Kong and HK\$65 for delivery to Macau must be paid in cash at the Consulate General when the visa is granted. Delivery charges will be based on the number of travel documents, i.e. passports. For example, a family of four with four passports will be charged HK\$100 for delivery to Hong Kong. Visas are typically printed the day after the

officer authorizes issuance of the visa. Printed visas will be placed inside the passports and usually are delivered within two days for Hong Kong and three days for Macau.

Validity of visa: Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

Applicants who delay processing of their application: Your application will be cancelled if you do not pursue your case within one year of the date of your appointment letter. If you fail to apply for an immigrant visa and/or delay in submitting the documentation previously requested by a consular officer within one year, your registration as a visa applicant and your visa petition will be terminated.

Applicants who do not appear for assigned appointments: An applicant who fails to appear for his/her visa appointment must contact the Immigrant Visa Unit to reschedule, either by sending an email through the visa inquiry form on our website at <http://hongkong.usconsulate.gov> or by sending a fax to the Immigrant Visa section (852) 2147-3586. This policy also applies to applicants who appear late for their scheduled interview. Please note that if an interview is missed, it may take several months to reschedule an appointment, thereby significantly delaying your visa application. Any request to reschedule an appointment must be supported with a detailed justification.

Please **DO NOT** purchase an airline ticket, sell property or resign from your job until you have the visa in your hand. Even after you have been informed that your visa application has been approved, there can still be delays before the visa is actually printed.

For more information visit our website at <http://hongkong.usconsulate.gov>